



## PARK PAVILION PERMIT

476 Maple Street  
Big Flats, NY 14814

Phone (607) 562-8443 ext. 224  
[dpw@bigflatsny.gov](mailto:dpw@bigflatsny.gov)  
[www.bigflatsny.gov](http://www.bigflatsny.gov)  
TDD-711

### FOR OFFICE USE ONLY

Fee Received? ( ) Yes ( ) No ( ) NA

Insurance Filed – If Applicable? ( ) Yes ( ) No ( ) NA

Date Permit Issued: \_\_\_\_\_

Town of Big Flats named Additional Insured? ( ) Yes ( ) No ( ) NA

RECEIPT NUMBER: \_\_\_\_\_

THIS PERMIT IS ISSUED BY \_\_\_\_\_ - DPW FOR THE TOWN OF BIG FLATS

Signature and Title

ORGANIZATION/GROUP: \_\_\_\_\_

NAME OF PERSON IN CHARGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE # (H/C): \_\_\_\_\_ (W): \_\_\_\_\_ Email: \_\_\_\_\_

DATE(S) RESERVED: \_\_\_\_\_ ACTIVITY PLANNED: \_\_\_\_\_ APPROX. # FOR ACTIVITY: \_\_\_\_\_

### Time Slots:

Monday – Friday

☐ 4:00 PM- 8:00 PM

Saturday / Sunday / Holidays

☐ Slot One 9:00 AM – 2:30 PM

☐ Slot Two 3:30 PM – 9:00 PM

Please note there is an additional fee for Residents and Non-Residents to obtain two time slots on Weekends or Holidays.

Pavilions	Resident Fee		Non-Resident Fee		Corporations Fee		Deposit
	One Slot	Two Slots	One Slot	Two Slots	One Slot	Two Slots	
<input type="checkbox"/> Liz Farr (50-60 max), Community Park Extension, Registro Way	<input type="checkbox"/> \$30	<input type="checkbox"/> \$45	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75			
<input type="checkbox"/> Sperr (65-75 max), Sperr Memorial Park, Kahler Rd.	<input type="checkbox"/> \$30	<input type="checkbox"/> \$45	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75			
<input type="checkbox"/> Roy Cooper (150 max), Community Park, Pavilion Dr.	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$80	<input type="checkbox"/> \$120	<input type="checkbox"/> \$125	<input type="checkbox"/> \$187.50	<input type="checkbox"/> \$50
<input type="checkbox"/> Walt Jacobus (150 max, BBQ pit), Community Park, Pavilion Dr.	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$80	<input type="checkbox"/> \$120	<input type="checkbox"/> \$125	<input type="checkbox"/> \$187.50	<input type="checkbox"/> \$50

FEE PAYMENT: FEES MUST BE PAID WHEN THE APPLICATION AND INSURANCE (if applicable) ARE SUBMITTED. Make check or money order **payable to: "TOWN OF BIG FLATS"**.

Credit Cards can be paid in office or online at <http://www.bigflatsny.gov/home/pages/payments>

☐ ENCLOSED ☐ PAID in PERSON

☐ ONLINE PAYMENT: INVOICE # \_\_\_\_\_

**PLEASE HAVE PERMIT WITH YOU THE DAY OF YOUR OUTING.**

*( Over Please to Complete Back Side )*

## CONDITIONS OF RESERVATION PERMIT

Be it known that all parks and fields owned by the Town of Big Flats are open to the general public during park hours (sunrise to sunset). Reserved times indicated on this permit give the permit holder priority use of the park property during those designated times only. If the permit holder is not using the pavilion during the reserved time, it reverts back to general public park use.

The person or organization receiving this permit agrees to defend, indemnify, and hold harmless, the Town of Big Flats and its Officers, Agents, and Employees from any and all claims, causes of action, or liability whatsoever, including reasonable attorney's fees arising from use of the Town's premises or from activities allowed under this permit. In addition, in consideration for being granted this permit and receipt thereof, the permittee and/or his/her/its invited guests hereby release the Town of Big Flats from any and all injuries, damages, and like claims arising from any source whatsoever.

### Rules and Regulations:

- A. This reservation is not assignable or transferable.
- B. The applicant shall be at least 21 years of age and shall assume full and complete responsibility for supervising and requiring safe and proper conduct by those using the Town's facilities.
- C. No one shall be permitted to possess, sell, serve or consume alcohol on the Town's premises per Town Law 12.08.020(E).
- D. The applicant shall clean the area and properly dispose of any trash or refuse after using the premises. Carry in – Carry out.
- E. The applicant shall be responsible and liable for any damage to the premises other than normal wear and tear.
- F. This permit shall not be effective unless the applicant maintains a General Liability Policy of insurance naming the Town of Big Flats as an additional insured and it shall be primary to any other applicable insurance coverage for the defense and indemnification of any claim arising against the Town from the use of the Town's premises or equipment or for any activity permitted under this permit. Said insurance must provide minimum coverage of \$1,000,000 to cover personal injury including death and \$1,000,000 to cover property damage. Proof of insurance must be provided to the Town on a form acceptable to the Town at least five (5) business days before the permit is to take effect.
- G. PAVILIONS CANNOT BE RESERVED FOR FUND-RAISING EVENTS.

### PLEASE SIGN AND DATE THIS PAGE AFTER THOROUGHLY READING

I have read the conditions, rules, and regulations listed on this form pertaining to this permit and agree to abide by them and all other park rules.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please submit the completed permit, insurance (if applicable) and appropriate fee to the Town of Big Flats.  
Your approved permit along with a receipt will be returned to you.